



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 12, 2012

IOWA BULLETIN NO. IA270-13-1

SUBJECT: IRM – FAX VOLUME ESTIMATES AND FAX2MAIL IMPLEMENTATION PLAN

**ACTION REQUIRED BY: OCTOBER 25 (DCs)
OCTOBER 26 (ASTC-FOs)**

PURPOSE: To inform all district conservationists of the requirement to complete a survey to gather information on the fax volume use.

EXPIRATION DATE: September 30, 2014

In accordance with the attached memo, each field office must complete a survey to report information concerning fax machine use. (See the "What You Need To Do" paragraph in the attached memo.) Each district conservationist (DC) is responsible for ensuring that the survey gets completed by October 25. DCs may delegate the responsibility as appropriate.

Each DC must send an email to his or her Assistant State Conservationist for Field Operations (ASTC-FO) and Area Management Assistant once the survey is complete. ASTC-FOs should certify that each county is complete by sending an email to Adam Stiegelmeier and Elmer Foxx no later than October 26, 2012.

Please direct any questions to Adam Stiegelmeier, Assistant State Conservationist for Management, at 515-284-4525.

A handwritten signature in blue ink, appearing to read "Jay T. Mar", is written over a horizontal line.

Jay T. Mar
State Conservationist

Attachment

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